

How do I file a document?

- Browse to www.mwcc.ms.gov, and then click on Attorney Transmittal Online System (ATOS) under Quick Links on the right side of our home page. Alternatively, you may browse directly to www.mwcc.ms.gov/atos.
- Enter your registration number and password, and then click Login. You may check the box that says, "Remember Me" if you would like your browser to remember your login information from now on.
- Read over the ATOS agreement on the following page. The details of this agreement may change from time to time. Click Accept at the bottom to continue on to the ATOS Dashboard.
- On the ATOS Dashboard, click on Filing at the top of the page.
- **Step 1** – choose your event category (extension, form motion, other, pre-hearing, or response). Once you choose your event category, a second box will appear for you to choose your event (i.e. Event Category Form, event B-18-15). Then click Next.
- **Step 2** – Enter the MWCC Number for the claim for which you intend to file your document. As a convenience, a list of all the claims to which you are a party is listed below in your Claim List. You may find the intended claim and click on the MWCC #, which will automatically populate the MWCC Number box for you. Click Next.
 - Side Note: if you are filing an Attorney Fee Contract, B-5,11 (Petition to Controvert), B-5,22 (Answer to Petition), or Entry of Appearance, you may file a document in ATOS without first being a part of record. In these instances, you must manually type in the MWCC Number.
 - If you are filing a B-5,11 on a non-existing claim (no First Report of Injury on file yet), leave the MWCC Number blank.
- **Step 3** – Under Main Document, click Choose File, which will open up a File Upload browse window into your computer. Browse to the PDF for the document you intend to file, highlight it, and click Open. Type a Description in the box on to the right (required). Repeat for any applicable attachments to the main document. Click Next.
 - The file size limit for all documents fillings, except for the Prehearing Statement & Amended Prehearing Statement, is 12 MB (megabytes).
 - The file size limit for a Prehearing Statement or Amended Prehearing Statement filing is 60 MB for all of the combined documents. No individual part (document) of a Prehearing Statement or Amended Prehearing Statement can be larger than 12 MB.
- **Step 4** – Filing Confirmation and Submission. Check over all of the details on this page to confirm everything is correct for your filing submission. If you need to correct anything, click the Back button. If you would like to cancel this filing altogether, click the Cancel button. If everything looks correct and you would like to submit the filing, click the Complete button at the bottom.